

HUME CITY COUNCIL

Free Tipping For Charitable Organisations Policy

Policy reference No:	POL/170
File No:	HCC06/330
Strategic objective:	4.3 A responsive and engaged organisation that works with our community
Adopted by Council:	August 2001
Re-Adopted:	26 August 2024
Date for review:	26 August 2029
Responsible officer:	Manager Waste & Sustainability
Department:	Waste & Resource Recovery

1 POLICY STATEMENT

It is Hume City Council (Council) policy to provide approved Charity Organisations (Charities), located within Council, with Free Tipping of Waste that is generated within Council at Council's Landfill & Resource Recovery Centres (Sites). This is referred to as 'Charity Free Tipping' throughout this document.

2 PURPOSE

This policy confirms the requirements for Charities to be eligible for Charity Free Tipping at Council's Sites and the requirements for the implementation of Charity Free Tipping for Charities at Council's Sites.

3 SCOPE

- 3.1** The following eligibility criteria apply for organisations to be approved as Charity for the purposes of receiving Charity Free Tipping:
 - 3.1.1** The organisation is registered as a Charity with the Australian Charities and Not-For-Profits Commission (ACNC); and
 - 3.1.2** The organisation is located within the municipality;
 - 3.1.3** The Waste being disposed must be generated within Council, and;
 - 3.1.4** The organisation provides family and/or youth support services and is not a school.
- 3.2** A Charity can nominate a maximum of six (6) vehicles per financial year for Charity Free Tipping.
- 3.3** Charity Free Tipping is eligible for Waste loads which are separated by the Charity prior to disposal. Waste Loads must be separated into the material types and disposed at the Sites into the appropriate containers as directed by Council (I.e. E-waste, paper & cardboard, textiles, green waste, tyres, mattresses etc.).
- 3.4** Charity Free Tipping is valid for up to one (1) year commencing 1 July of each year and must be renewed and approved by Council each year.
- 3.5** Each Charity that meets the Charity Free Tipping Criteria (Section 3.1) is entitled to dispose of material up to the value of \$5000 per financial year. No transfers or refunds (or similar) are available for unspent disposal value.

4 POLICY IMPLEMENTATION

- 4.1** Organisations requesting access to Charity Free Tipping must apply to Council in writing via email using the Hume City Council - Charity Free Tipping Application Form;
- 4.2** Council's Instruments of Delegation detail the delegated Council Officer authorised to approve applications from Charity Organisations which meet the criteria of this policy. This is typically the Manager Waste and Sustainability;
- 4.3** Approved Organisations which qualify for Charity Free Tipping will be issued with a Charity Free Tipping Pass by a Council Officer from the Waste & Resource Recovery department, typically the Landfill Team Leader. The Charity Free Tipping Pass shall list the name of the Charity and vehicle registration number(s) of the designated vehicle(s) approved for disposing of Waste and will be valid for up to one (1) year commencing 1 July and ending on 30 June of each year. The aforementioned Council Officer shall update the Sites transaction management system with the details and provide the Landfill Gatehouse Officers with the up to date list of approved Charity Organisations and their vehicle registration number(s) using the Sites transaction management system;

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- 4.4** To access Charity Free Tipping, the Charity Free Tipping Pass must be presented at the Site's Gatehouse to the Council Gatehouse Officer;
- 4.5** The Council Gatehouse Officer is responsible for assessing the Waste load and ensuring the load meets the requirements of the Charity Free Tipping Pass (including confirmation from the customer that the Waste was generated within Hume City Council) prior to acceptance of the Waste to the Site. Upon acceptance, the Council Gatehouse Officer will accurately record a transaction as per the Site's Fees and Charges using Council's transaction management system;
- 4.6** The Fees and Charges relating to the Charity Free Tipping shall be assigned and costed to the Waste Department, Landfill & Resource Recovery Centre business unit budget.

5 DEFINITIONS AND ABBREVIATIONS

- 5.1** Charity Organisations; refer to Clause 3.
- 5.2** Council's Landfill & Resource Recovery Centres (Sites); Bolinda Rd Resource Recovery Centre, Campbellfield and Riddell Rd Landfill & Resource Recovery Centre, Sunbury
- 5.3** Gatehouse; building located on the Sites staffed by Council staff where all transactions into the Sites are managed and recorded.
- 5.4** Free Tipping; free Waste disposal.
- 5.5** Waste; household waste materials accepted at the Sites. Note; Acceptable Waste materials may change from time to time subject to the sole discretion of Council.

6 RELATED DOCUMENTS

- 6.1** LMS 05 - Landfill Management System – Free Tipping for Charity Organisations

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